

POSITION DESCRIPTION (Please Read *Instructions* OR the *Back*)1. Agency Position No.
RX727000.

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt N/A <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input type="checkbox"/> Competitive 32 USC 709 <input checked="" type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)	
		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive <input type="checkbox"/>		13. Competitive Level Code		14. Agency Use WO, ENL	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment		Housing Management Assistant		GS		1173		07	
c. Second Level Review									
d. First Level Review									
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)					

18. Department, Agency, or Establishment <u>National Guard Bureau</u>		c. Third Subdivision <u>Major Training Area</u>	
a. First Subdivision <u>State Adjutant General</u>		d. Fourth Subdivision <u>Directorate of Logistics</u>	
b. Second Subdivision <u>Office of the Chief of Staff</u>		e. Fifth Subdivision <u>Housing Division</u>	
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature		Signature	
Date		Date	

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
PCS for Housing Management Series, GS-1173
September 1981

Typed Name and Title of Official Taking Action PAULA SHIPE Position Classification Specialist		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature <i>Paula Shipe</i>		Date 4 APR 1989	

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

a. INTRODUCTION

This position is located in the Housing Division, Directorate of Logistics, at a Category 'A', ARNG major training area (MTA). The incumbent receives a variety of assignments usually related to occupancy and termination activities and the operation of a warehousing function. The incumbent assists the Housing Officer in the supervision of Warehouse Workers and Laborers. **The** work normally involves the performance of standard housing management functions that compose several segments of a broader project or program assignment.

b. DUTIES:

1. Processes requests for temporary quarters. Reviews applications for accuracy and completeness of data. Counsels brigade and battalion housing representatives regarding the availability, type, size and location of quarters.

2. Assists in the assignment of troop issue housing and administrative space. Evaluates such factors as size of units, sex of troops, type of unit, serviceability and availability of building space and desire to maintain unit integrity while effecting maximum utilization of space. Determines the need to move or rearrange furnishings and equipment and directs the accomplishment of such work.

3. Assists the Housing Officer in the supervision of warehousing operations, the performance of joint tenant-management inspections of quarters, and the issue and receipt of buildings, furnishings and equipment **by** performing the following duties:

a. Planning. Plans detailed layouts of storage areas to allow for fluid handling of material to avoid storage bottlenecks. Plans weekly work schedules and sequence of operations for warehouse workers. Establishes deadlines and priorities on the **basis** of general work schedules, methods and policies established by the Housing Officer. Determines how many assignments can be done concurrently, how many **must be** delayed, and the number and types of employees needed based on the skills, personnel, materials and equipment available and required.

b. Work Direction. Selects workers and assigns **tasks to be** performed. Explains work requirements, methods and procedures, instructs subordinates in new procedures, and provides advice when problems arise. Reviews work of subordinates in progress and upon completion to ensure that quality and quantity standards are met. **Adjusts** plans, assignments, and methods as necessary to accomplish the work as effectively and economically as feasible. Coordinates the work of the unit with other units such as maintenance and the Directorate of Facilities Engineering.

Factor 1, Knowledge Required by the Position - Level 1-5 - 750 points

Knowledge of the fundamental principles, techniques, and methodology pertaining to the management planning, scheduling, coordinating, and efficient use of Government quarters and facilities.

General knowledge of acceptable work standards associated with the repair, maintenance, or improvement of facilities, equipment, furnishings, and other housing assets.

Factor 2, Supervisory Controls - Level 2-3, 275 points

This position is supervised by a Housing Officer who makes assignments by defining project requirements, work priorities, and **task** deadlines. The supervisor assists the incumbent with extreme situations or unique problems. The incumbent exercises resourcefulness and initiative while completing assignments in accordance with established housing policies, instructions, prior training, and directives. Completed work in the form of housing assignment plans, inspection findings, and other work products are reviewed for conformance with established policies and requirements.

Factor 3, Guidelines - Level 3-2 - 125 points

The incumbent is provided with a variety of agency directives, administrative instructions, management procedures and other procedural guidelines that are usually applicable to the work or tasks assigned. The incumbent must **use** judgment in adapting regulations to local requirements and in selecting, from among a variety of references, the procedures applicable to the assigned functions.

Factor 4, Complexity - Level 4-3 - 150 points

Assignments involve the relatively independent performance of numerous standard housing management functions including planning the assignment of housing during peak periods; supervising and participating in the conduct of joint tenant-management inspections; supervising the issue and receipt of buildings, furnishings and equipment; and supervising the storage, maintenance and accountability of furnishings and equipment. Decisions regarding what needs to **be** done may depend upon the review and analysis of information normally found in management records or historical files or through the conduct of tenant interviews or physical inspections to identify deficiencies, assess damages and determine the appropriate corrective measures required.

Factor 5, Scope and Effect ▪ Level 5-3 ▪ 150 points

The purpose of the work is to schedule, coordinate, and monitor activities related to the operational management and utilization of government housing, analyze problem areas; and recommend or implement a variety of conventional corrective measures within the framework of housing program requirements.

In addition to facilitating the work of higher level housing managers, the work affects the efficiency and adequacy of the housing program; the quality and quantity of services provided; and the morale and welfare of military and/or civilian personnel housed.

Factor 6, Personal Contacts ▪ Level 6-2 ▪ 25 points

Personal contacts include tenants, unit housing representatives from troops training at the MTA, and maintenance personnel from within the installation. The contacts are usually established on a scheduled or routine basis at the employee's workplace or the tenant's living quarters.

Factor 7, Purpose of Contacts ▪ Level 7-2 ▪ 50 points

The purpose is to coordinate the work, exchange information, and resolve operating problems with persons seeking similar goals. This includes informing tenants of housing requirements or noncompliance concerning maintenance, cleanliness or habitability and issuing requests for repair.

Factor 8, Physical Demands ▪ Level 8-2 ▪ 20 points

The work, which involves frequent travel and inspections in and about the training site's cantonment area, requires some physical exertion while standing for long periods, walking on uneven surfaces, and bending, reaching, or stretching.

Factor 9, Work Environment ▪ Level 9-1 ▪ 5 points

The incumbent frequents both the cantonment area and administrative offices which involve normal risks associated with an office environment. However, the work also requires frequent visits to warehouse areas that expose the employee to such moderate discomforts as dust and dirt.

EVALUATION STATEMENT

A. Title, Series and Grade: Housing Management Assistant, GS-1173-07

B. References:

1. PCS for Housing Management Series, GS-1173, September 1981

C. Background Information:

Validation study of ARNG training areas has resulted in the identification of additional technician requirements. In some instances those added requirements have caused changes to some of the previously authorized positions and in other instances it has resulted in the development of new positions. As many duties and responsibilities are projected, the degree of performance cannot be accurately assessed in advance. After positions have been staffed for approximately a year or more, they will be reviewed and appropriate changes, if any, will be accomplished.

D. Series, Title, and Grade Determination:

1. Series :

This position is responsible for assisting in the management of troop issue government housing at an ARNG training site. The position requires a knowledge of Department of Army housing regulations and a knowledge of basic principles, techniques, and methodology pertaining to the management planning, scheduling, coordinating, and efficient use of government housing facilities. Positions of this nature are covered by the Housing Management Series, GS-1173.

The Warehouse Worker Series, WG-6907 was considered for this position inasmuch as the work involves assisting in the supervision of warehouse workers. However, that series **does** not address the scope of housing management knowledges required by this position. In contrast, the GS-1173 standard takes supervisory responsibilities into consideration. On page 8, under "Grade Level Coverage", the GS-1173 standard acknowledges the responsibility inherent in most housing management positions for directing the work of others. Further in that paragraph, the standard states that such "responsibility was taken into consideration in the development of factor level descriptions and benchmarks for this series". Of additional consideration in classifying the position in the GS-1173 series as opposed to the WG-6907 was the lines of career progression, which are to the position of Housing Officer, GS-1173. Therefore, the position is appropriately classified in the Housing Management Series, GS-1173.

Factor Evaluation System

POSITION EVALUATION STATEMENT

Title, Series, and Grade Housing Management Assistant GS-1173-07

Housing Division, Directorate of Logistics

Organization Major Training Area

Position # R8727000

Evaluation Factors		Points Assigned	Standard Used (Bmk#, FL#, etc.)	Comments
1. Knowledge Required By the Position		750	FL 1 - 5	
2. Supervisory Controls		275	FL 2 - 3	
3. Guidelines		125	FL 3 - 2	
4. Complexity		150	FL 4 - 3	
5. Scope and Effect		150	FL 5 - 3	
6. Personal Contacts		25	FL 6 - 2	
7. Purpose of Contacts		50	FL 7 - 2	
8. Physical Demands		20	FL 8 - 2	
9. Work Environment		5	FL 9 - 1	
SUMMARY	Total Points	1550	Remarks: (As appropriate, desk audit findings or other considerations not previously documented which affect final grade.)	
	Grade Conversion	GS- 07		

Classifier Paula Shipe

Activity

NGB-ECA

Date

12 APR 1989

R8727000

2. Title:

The appropriate title for positions graded below the GS-9 and involved in the direct, **onsite** management and administration of housing facilities is: Housing Management Assistant.

3. Grade :

Based on the attached Factor Evaluation **Summary**, this position is properly graded at the GE-07 level.

E. CONCLUSION:

The proper classification for this position is Housing Management Assistant, **GS-1173-07**.